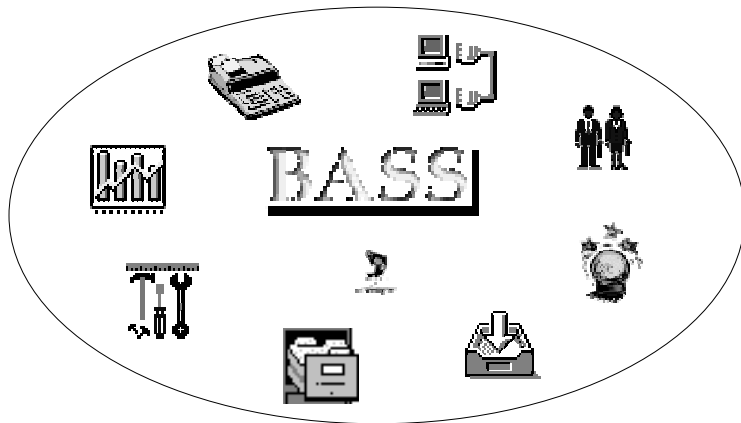


Office of Financial Management
BASS Budget Officers
September 17, 2003



OFFICE OF FINANCIAL MANAGEMENT 0

Budget Officer's Meeting Agenda

- Activity Budgeting Plans
- TALS – The ALlotment System Update
- SPS – Salary Projection System Update
- BASS Project Time Line

OFFICE OF FINANCIAL MANAGEMENT 1

Activity Budgeting Plans

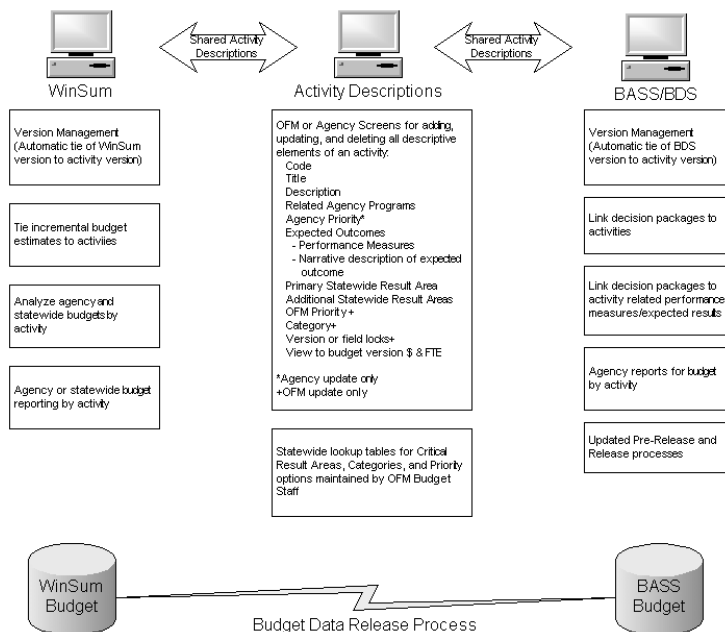
New Tools and Orientation Needed for Activity Budgeting

- Need a more automated way to update activity inventory information to make it timely and useful in the decision process.
- Need tools to develop the budget by activity and by increment in the same database and eliminate the need for reconciliation.
- Need to view and analyze the budget by activity and by increment.
- Need to modify the framework for performance measure reporting from an agency goal framework to an activity framework.
 - Also streamline performance measure activity if possible.

Scope of the Project

- On-line entry and editing of Activity information
- On-line reporting for Activity
- Electronic submittal of Activity information to the OFM budget division
- Facilitate more accurate data entry by editing against control totals
- Ability to identify decision packages by activity as well as by budget level and increment
- Ability to view budget versions by activity or by increment. (Also to view budget levels within versions by activity or increment)
- Streamline and reorient performance measures to support activity budgeting.
- Tools for statewide analysis and budget development
- Data submittal to the legislature

Conceptual Solution





 On lilesupport through June

 2005 for tracking 2003-05

 budget measures

Overriding Business Principles

- OFM Budget Analyst may update all elements of the Activity Description with the exception of Agency Priority.
- OFM budget staff may lock activity versions and/or fields for specific records within a version to disallow agency staff from making edits.
- OFM Budget Analyst only has access to OFM activity versions. Versions “released” by agency budget staff will get copied to an OFM version.
- Agency budget staff only have access to their agency’s BASS activity versions. Versions created in BASS will be created with data copied from an OFM version.
- Agency budget staff may update activity descriptive information in any agency version that is not locked by OFM.

Overriding Business Principles (con’t)

- Agency budget staff may update unlocked fields of any record of descriptive information for any version that is not locked by OFM except Category and OFM priority.
- Activity dollars and FTEs will be rolled up from the corresponding version of the respective system (WinSum or BDS).
- Activity \$ by account and FTEs must balance to OFM-designated control totals for enacted budget versions.
- OFM budget staff do not have access to the BASS-BDS system or unreleased BASS budget data. Data is released to OFM systems for use in WinSum.
- BASS users do not have access to the WinSum system or unreleased Winsum budget data. Some budget data is made available for validation purposes in BDS (pre-release edit checks).

Activity Description

Activity Description - OFM View

Descriptive Information

Activity Code: Activity Title: Strategy:

Activity Description:

Primary Statwide Result Area: Subsequent Statwide Result Areas: Performance Measure Outcome: Related Programs:

Agency Priority: OFM Priority:

Narrative Outcome:

Totals - WinSum Version 20

	Fiscal Year 1	Fiscal Year 2
FTE	<input type="text"/>	<input type="text"/>
GF-S:	<input type="text"/>	<input type="text"/>
Other Funds:	<input type="text"/>	<input type="text"/>

OFFICE OF FINANCIAL MANAGEMENT

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BDS Decision Package Estimates

Decision Package Console - Expenditure/Staffing Detail Amounts - M2-KP Seattle Office Lease Increase

File Edit View Tools Reports Help

Fund Detail | Objects of Expenditure Detail | FTE Detail | Affected Programs | Expenditure Notes

Fund AT Code	Fund AT Title	Total FY2004	Total FY2005	Program 020 FY 2004	Program 020 FY 2005	Program 030 FY 2004	Program 030 FY 2005
001-1	General Fund - State	30,000	30,000	20,000	20,000	10,000	
001-2	General Fund - Federal	7,500	7,500	5,000	5,000	2,500	
	Total Fund 001	37,500	37,500	25,000	25,000	12,500	1
03K-6	Industrial Insurance - Non App	200	200	100	100	100	
	Total Fund 03K	200	200	100	100	100	
206-6	Cost of Supervision - Non App	125	125	75	75	50	
	Total Fund 206	125	125	75	75	50	
	<- Enter Fund Here						
Total		37,825	37,825	25,175	25,175	12,650	1
	Biennial Total		75,650		50,350		2

Agency: 105 Budget Period: 2003-05 Version: TR Package Program: Decision Package: M2-KP 5.0.23

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Affected Programs Tab Change

Affected Programs/Activities

Available Programs	Available Activities	Affected Program/Activity
Agency Level 010 - Administration 020 - Program Services 030 - Information Services 040 - Accounting & Admin	10 - Statewide Accounting 20 - Collective Bargaining 30 - Population Services 40 - Economic Development 50 - Health Services and 60 - Accounting Services 70 - Systems Development	

Mock Screen

< <<

Key Changes Envisioned in this Conceptual Design

- Agencies will make activity description changes directly into a system rather than into a Word or Excel template.
- Current biennium and carry-forward level data will be built by activity and account.
- Each decision package and increment must be assigned to affected activities.
- BDS/Activity Description would be used to develop performance measure information needed for the budget rather than PMTES.
 - Performance measures reported to OFM and published with the budget would be part of activity descriptions.
 - Measures would not be linked in the system to agency goals.
 - No measure type distinctions or active/inactive distinction.
 - At some point PMTES would no longer be maintained

Project Schedule Targets

- **By March 2004** – Features in place to give OFM ability to enter increments by activity to assist with developing Carryforward Level
- **By March 2004** – Features in place to give agencies the ability to enter incremental estimates (decision packages) by activity
- **By June 2004** – Features in place to allow OFM to analyze agency and statewide budget by activity as well as increment

Feedback Appreciated

- Please let us know your thoughts on Activity Budgeting and proposed system changes.
- Customer Design Review Meeting – October 15, 2003;
1:30-3:30p Pt Plaza Training Room

Contact Information

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TALS

The Allotment System Update

OFFICE OF FINANCIAL MANAGEMENT

Work Completed

- Detailed project plans extending to the completion of the requirements definition phase have been created.
- Vision / Scope Document distributed.
- Definition of functional requirements is underway.
- All twenty-two use cases have been written, fifteen have been reviewed in three workshops.
- An inventory of reports from the existing applications has been created and now will be compared with current Fastrack reporting looking for consolidation opportunities.
- Review meetings with OFM staff, agency customers, and Legislative/LEAP staff are planned for the Vision/Scope, prioritized requirements and conceptual solution.

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Establishing the Vision/Scope

Customer Requirements and Functional Requirements

- The customer requirements reflect a complete list of customer needs gathered during the vision/scope phase. They contain business needs, business rules and functional requirements.
- Those that are identified as mandatory during prioritization are targeted for the first release and for further use case analysis that will yield a complete set of functional requirements.
- The scope will be reviewed again after the completion of the functional requirements, and may be further refined as the project proceeds through the design and development phases.

TALS Vision Statement

Washington State government will have a common tool that effectively supports the appropriation schedule and allotment development, management, reporting and monitoring needs of agencies, OFM, the Legislature and the public. The system will help people through the process, making it easy for them to create and access the information needed and helping them to comply with the allotment instructions.

Most functions of the appropriation schedule/allotment process will be performed electronically in order to minimize staff time in low-value tasks of data entry and editing, and maximize the time all parties have available for the high-value interpretation, planning, analysis and review functions of the process. The system will be flexible enough to support changes in financial management policies.

Key Themes Of Customer Requirements

- Ability to provide narrative descriptions for explanation to OFM or for internal documentation of allotment assumptions
- Consistent views of data for all customers
- Tools for trend analysis, comparison reporting, and graphics viewing of data.
- Electronic notification and routing for all user driven systems events.
- System edit checks that eliminate technical errors.
- Single allotment data store avoiding mass distribution of data
- Provide better tools for Administering Agencies
- Reporting through FASTRACK data warehouse enabling all agencies to access Fastrack.

Key Functional Requirements

- Internal allotments balance with official allotments at a summary level.
- Quarterly revisions can be entered as an incremental adjustment or as a total change.
- TALS will allow the preparation of draft agency allotment packets prior to the availability of the Official Expenditure Authority Schedule.
- Timely online access to official expenditure authority schedule.

Key Functional Requirements

- Agencies will be able to complete bulk update transactions that change all occurrences of an index to a new one.
- For allotment data patterning (using historical actual to build new spending plan), user can select level of data, fund/appropriation combinations, or program structure; and can input the agency control numbers needing to be spread as well as adjust the historical percentages.
- Packet management will display a list of allotment packets and allow user to execute one or more transactions (edit, print, submit, delete) against selected packets.

Key Functional Requirements

- System will allow multiple OFM analysts assigned to the agency to review and approve an agency allotment submittal.
- Fund administrators will see all pending (under OFM review) or approved allotment packets impacting their fund, and will be notified of changes to them.
- Legislative staff will be able to view all approved allotment packets and supporting agency documentation.
- System allows Legislative staff the ability to view the status indicator of all submitted packets at any time.

Key Functional Requirements

- A submittal of an Unanticipated Receipt Allotment Packet will trigger the system to send an e-mail message to Legislative staff.
- System will automatically send data for Unanticipated Receipts to the assigned legislative staff upon release from the agency, rather than being routed by OFM.
- System allows Legislative staff to view only Unanticipated Receipt Allotment Packet data details prior to OFM approval.
- For Allotment Packets containing unanticipated receipts, the 10-day Legislative review period will start the next business day after the allotment packet is released to OFM

The Scope of the First Release

- The direction for Washington State's Financial and Administrative Systems, is to build shared, centralized systems that support the core business processes common to all state agencies, and to extend those systems to meet agency unique needs.
- The first release of TALS is expected to deliver core functionality needed by the state for appropriation and allotment development, approval, and management.
- Subsequent releases will address the additional needs of financial analysts and managers that are not included in the first release.
- It is expected that the first release of TALS will be fully functional but not full-featured. It is also expected that the first release will be free from major defect, will be adequate to support targeted business needs, and will provide value above and beyond the current systems.

The Scope of the First Release (continued)

- Meeting the scheduled date for the first release of TALS is dependent on meeting each phase's targeted completion date.
- We have had one revision to the overall project schedule, and plan one more following the requirements phase.
- The first release of TALS must be ready in 2005 to support the allotment process for the 2005-07 Biennium.
- Additional staff resources may be necessary to complete the core system functionality in the areas of testing and report product management.

The Development Process

- Incremental system development
 - Set priorities for core level of functionality
 - Core functionality contains adequate features to support critical appropriation and allotment business processes common to all customers within each customer group
 - Build core functionality into initial release
 - Build first release in a series of iterations, addressing base level and highest risk functionality first.
 - Provide subsequent functionality outside the core in future releases

Risk Summary

- Will we have the capacity and time to deliver core functionality that includes significant improvements over existing systems?
- Will the volume of reporting require an increased focus on that aspect of the project?
- Can we eliminate multiple copies of allotment data without significant impacts on other systems?

Revised Overall Project Time Line

	<u>6/03 Schedule</u>	<u>Current Schedule</u>
• Define Vision/scope	2/03 to 6/03	2/03 to 9/03
• Functional Requirements	2/03 to 6/03	6/03 to 1/04
• System Design	6/03 to 12/03	1/04 to 3/04
• Development and testing	1/04 to 12/04	4/04 to 8/05
• Implementation	1/05 to 4/05	4/05 to 8/05

Next Steps

- Prioritize functional requirements – 12/01/03
- Identify core functionality for first release – 12/01/03
- Create conceptual solution – 1/01/04
- Update project plan and budget – 1/01/04
- Obtain approval for remainder of project – 1/01/04

How Do I Receive Information?

Join The Allotment System Listserv

<http://listserv.wa.gov>

Topic: UGROUPAA

Contact Information

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BASS Product Manager

Statewide Financial Systems

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360 725-5263

Kay Baxstrom

Staff Consultant

OFM Budget Division

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360 902-0566

SPS Salary Projection System Update

OFFICE OF FINANCIAL MANAGEMENT

Salary Projection System Status

- Previous scheduled release date was August 2003
- This date has been delayed for several reasons:
 - Testing is more complex than anticipated.
 - Additional time was needed to resolve the business rules around converting the current personnel data for budget salary projection.
 - The re-usable components have proven to be difficult to build.
- At this stage, system quality is our primary concern. It is unclear at this time whether all planned functionality will be available in the initial release.
- Training information will be provided two weeks prior to initial release.

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BASS Project Time Line

Project	2003						2004						2005												
	Quarter 1			Quarter 2			Quarter 3			Quarter 4			Quarter 5			Quarter 6			Quarter 7			Quarter 8			
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Salary Projection System	Release 1						R2 - Plan, Analysis, Design						R2 - Construct, Test, Implement												
Activity Budgeting	Plan, Analysis, Design, Construct, Test						Implementation																		
Appropriation/Allotment Development	Planning and Analysis						Design			Development and Testing									Implementation						
Migrate to Server Farm, SSL																									
Migrate to Fortress 2																									
Migrate to Enterprise reporting or new release of Crystal Reporting																									
Migrate to state authentication architecture																									

Next Budget Officers Meetings

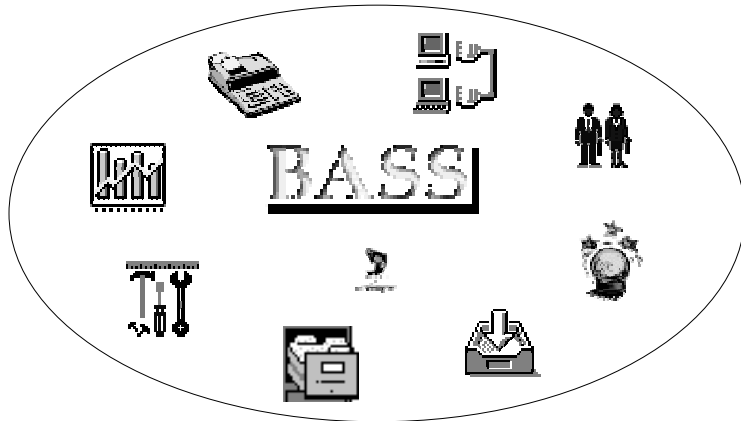
January 21, 2004 1:30-5:00 p.m.

Point Plaza 1st Floor Training Room or TBD

May 19, 2004 1:30-5:00 p.m.

Point Plaza 1st Floor Training Room or TBD

Office of Financial Management
BASS Executive Advisory Committee
September 19, 2003



OFFICE OF FINANCIAL MANAGEMENT 0

Meeting Agenda

- BASS Project Time Line
- SPS – Salary Projection System Status
- Activity Budgeting Plans
- TALS – The Allotment System Update

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BASS Project Time Line

Project	2003						2004						2005											
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Salary Projection System	Release 1									R2 - Plan, Analysis, Design						R2 - Construct, Test, Implement								
Activity Budgeting	Plan, Analysis, Design, Construct, Test									Implementation														
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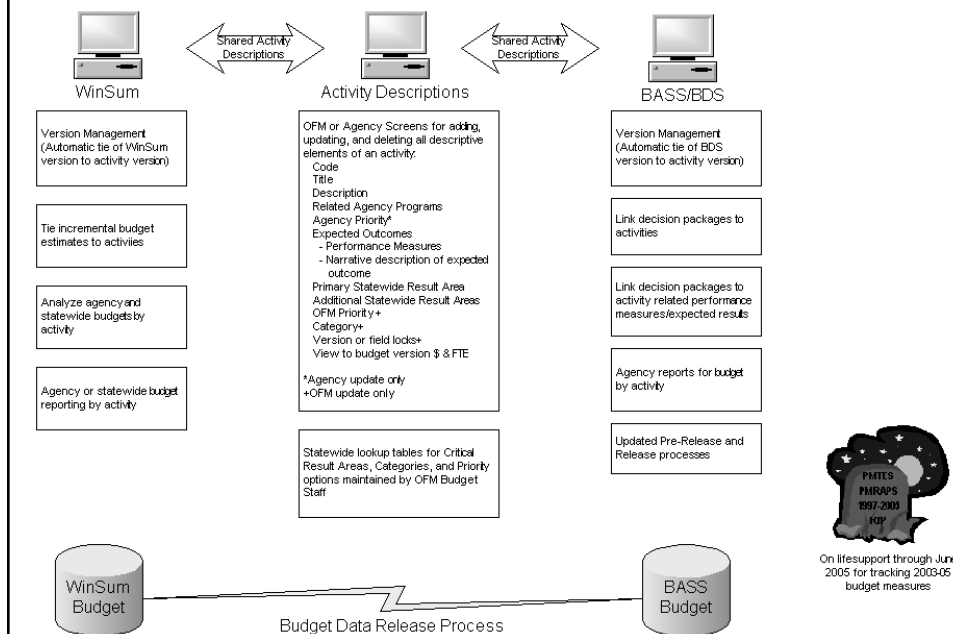
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 - Also streamline performance measure activity if possible.

Activity Budgeting Scope of the Project

- On-line entry and editing of Activity information
- On-line reporting for Activity
- Electronic submittal of Activity information to the OFM budget division
- Facilitate more accurate data entry by editing against control totals
- Ability to identify decision packages by activity as well as by budget level and increment
- Ability to view budget versions by activity or by increment. (Also to view budget levels within versions by activity or increment)
- Streamline and reorient performance measures to support activity budgeting.
- Tools for statewide analysis and budget development
- Data submittal to the legislature

Activity Budgeting - Conceptual Solution



Activity Budgeting Project Schedule Targets

- **By March 2004** – Features in place to give OFM ability to enter increments by activity to assist with developing Carryforward Level
- **By March 2004** – Features in place to give agencies the ability to enter incremental estimates (decision packages) by activity
- **By June 2004** – Features in place to allow OFM to analyze agency and statewide budget by activity as well as increment

Activity Budgeting Impacts on Budget Preparation

- Agencies use the same system as OFM for Activity and performance measure data collection and reporting.
- Provide common view of budget by increment and/or activity for both OFM and agencies.
- Requires agencies to enter budget estimates at a more granular level of data (activity by program). Increased workload anticipated when entering indirect costs.
- Creates need for redundant entry of Carryforward; manually entered current biennium and carryforward level data at activity level in both WinSum and BDS.
- BDS Current Biennium Extract from AFRS feature does not contain Activity information, feature no longer useful.

TALS - Work Completed

- Detailed project plans extending to the completion of the requirements definition phase have been created.
- Vision / Scope Document distributed.
- Definition of functional requirements is underway.
- An inventory of reports from the existing applications has been created and now will be compared with current Fastrack reporting looking for consolidation opportunities.
- Review meetings with OFM staff, agency customers, and Legislative/LEAP staff are planned for the Vision/Scope, prioritized requirements and conceptual solution.

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TALS Risk Summary

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- Will the volume of reporting require an increased focus on that aspect of the project?
- Can we eliminate multiple copies of allotment data without significant impacts on other systems?

TALS Revised Overall Project Time Line

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• Implementation	1/05 to 4/05	4/05 to 8/05

TALS

The Scope of the First Release

- The direction for Washington State's Financial and Administrative Systems, is to build shared, centralized systems that support the core business processes common to all state agencies, and to extend those systems to meet agency unique needs.
 - The first release of TALS is expected to deliver core functionality needed by the state for appropriation and allotment development, approval, and management.
 - Subsequent releases will address the additional needs of financial analysts and managers that are not included in the first release.

TALS

Factors to Consider in Establishing the Core

- Statutory Requirements – the replacement system must provide the tools for the State to complete required business functions.
- Re-platform – Re-creating the basic data entry, storage, and reporting infrastructure in a client server / web environment will require significant up-front effort.
- Integration – Exchanging data with existing systems (BDS, SPS, Winsum, AFRS, ADDS, Fastrack) is fundamental to achieving the goals of BASS and is needed to adequately replace existing functionality.
- Stability – The core release must be free from major defect.
- Fully functional components - It is expected that the first release of TALS will be fully functional but not full-featured, will be adequate to support targeted business needs, and will provide value above and beyond the current systems.

TALS

The Other Variables - Time and Resources

- Meeting the scheduled date for the first release of TALS
 - Is dependent on meeting each phase's targeted completion date.
 - We have had one revision to the overall project schedule, and plan one more following the requirements phase.
 - The first release of TALS must be ready in 2005 to support the allotment process for the 2005-07 Biennium.
 - How critical is that date?
- Additional staff resources may be necessary to complete the core system functionality in the areas of:
 - Testing and Report product management.
 - Is there budget capacity to support this?

TALS

Next Steps

- Prioritize functional requirements – 12/01/03
- Identify core functionality for first release – 12/01/03
- Create conceptual solution – 1/01/04
- Update project plan and budget – 1/01/04
- Obtain approval for remainder of project – 1/01/04

Next Executive Advisory Committee Meeting

January 23, 2004

10:00 to 12:00 Noon

Point Plaza 1st Floor Training Room (or TBA)